

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**BOARD APPOINTMENT SUMMARY**

**Meeting Date:** September 14, 2010

**Department:** Community Services

**Advisory Board:** Palm Beach County HIV CARE Council

**I. EXECUTIVE BRIEF**

**Motion and Title:** **Staff recommends motion to approve:** Appointment of the following individual to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council for a term of two (2) years.

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Expires</u>
17	Kenneth Talbot	Affected Communities	September 13, 2012


**Summary:** The Palm Beach County HIV CARE Council Bylaws state that total membership shall be no more than 45 and no less than 21 members. Founding members were appointed for one (1) and two (2) year terms with subsequent terms of two (2) years. The Palm Beach County HIV CARE Council nominations process is an open process with publicized criteria and legislatively defined conflict of interest standards. Mr. Talbot has successfully completed the Palm Beach County HIV CARE Council nominations process, and the Palm Beach County HIV CARE Council has recommended his appointment. (Ryan White) Countywide (TKF)

**Background and Justification:** In accordance with the Ryan White Comprehensive Aids Resources Emergency Act of 1990 (P.L.101-381), Palm Beach County was designated an eligible metropolitan area disproportionately affected by the HIV epidemic and having a demand for services exceeding the capacity of local resources to meet that demand. The federal government, through the Department of Health and Human Services, has made funds available to Palm Beach County to meet such demand. In order to access these funds, it is legally mandated by Title I (Part A) of the Ryan White Care Act that Palm Beach County designate a Title I (Part A) HIV Services Planning Council. To that end, the Board established the Palm Beach County HIV CARE Council, per Resolution No. R-93-1182, dated September 21, 1993, as amended by Resolution No. R-97-1067. The Ryan White CARE Act Amendments of 1996 mandate a nomination process for appointments to Title I (Part A) Planning Councils. As vacancies occur on the CARE Council, replacements are selected in accordance with the HIV CARE Council nominations process that was adopted by the CARE Council and approved by the Board on January 26, 2004. Including the current appointment, the Palm Beach County HIV CARE Council is comprised of five (5) African American females, five (5) African American males, four (4) White females, four (4) White males, one (1) Hispanic female and three (3) Hispanic males.

**Attachments:**

- A. Board Appointment information form with Attachments
- B. Current Care Council Inventory of Seats
- C. HIV CARE Council Nominations Policy

**Recommended by:**



**Department Director**

8/25/10  
**Date**

**Legal Sufficiency:**



**Assistant County Attorney**

8/27/10  
**Date**

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
ADVISORY BOARD NOMINEE INFORMATION FORM**

*The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form MUST BE COMPLETED IN FULL. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.*

**Part I (to be filled out by Department):** (Please Print)

Board Name: CARE Council.

☒ At Large Appointment      or      ☐ District Appointment

Term of Appointment: 2 Years.      From: \_\_\_\_\_ To: \_\_\_\_\_

Seat Requirement: Affected Communities including PLUH      Seat #: 17

☐ \*Reappointment      or      ☒ New Appointment

or ☐ to complete the term of \_\_\_\_\_      Due ☐ resignation ☐ other to: \_\_\_\_\_

Completion of term to expire on: \_\_\_\_\_

**\*When a person is being considered for re-appointment, the number of previous disclosed voting conflicts shall be considered by the Board of County Commissioners.**

Number of previously disclosed voting conflicts during the previous term \_\_\_\_\_

**Part II (to be filled out and signed by Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: TALBOT      KENNETH      W  
Last      First      Middle

Occupation/Affiliation: UNEMP

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: 12930 ARROWWOOD DR

City & State P.B.G. FL      Zip Code: 33418

Home Phone: (561) 290-5070      Business Phone: ( )      Ext. \_\_\_\_\_

Cell Phone: (561) 721-5885      Fax: ( )

Email Address: \_\_\_\_\_

**Mailing Address preference:** ☐ Business ☒ Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No ☒

If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

**Minority Identification Code:**

☐ IF (Native-American Female)      ☐ IM (Native-American Indian Male)  
☐ AF (Asian-American Female)      ☐ AM (Asian-American Male)  
☐ BF (African-American Female)      ☐ BM (African-American Male)  
☐ HF (Hispanic-American Female)      ☒ HM (Hispanic-American Male)  
☐ WF (Caucasian Female)      ☒ WM (Caucasian Male)

Applicant's Signature: Kenneth Talbot      Date: 6/8/10

**Part III (to be filled out by Commissioner):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



TO: ADVISORY BOARD MEMBERS

FROM: ROBERT WEISMAN  
COUNTY ADMINISTRATOR

RE: PALM BEACH COUNTY CODE OF ETHICS

Effective May 1, 2010, contractual relationships between Palm Beach County government and advisory board members, their employers, or businesses, are prohibited conflicts of interest as set forth in the Palm Beach County Code of Ethics, Ordinance 2009-051. This conflict of interest must be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting in order to accept appointment to an advisory board. In the space provided below, please identify any such contractual relationships, or verify that none exist at this time. The Ordinance (2009-051) and the training requirement can be found on the web at: <http://www.pbcgov.com/ethics/advisory.htm>

<u>Type of Contract</u>	<u>Which Department/Division</u>	<u>Effective Date</u>	<u>Term</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_ Yes, submit a waiver to the Board of County Commissioners, since I or my employer have/has the above named contract(s);

OR

☒ At this time, I nor my employer have contract(s) with the Board of County Commissioners

**As a (current or potential) advisory board member you are required to receive training on the PBC Code of Ethics and acknowledge that you have read and understand the PBC Code of Ethics Ordinance.**

If you are unable to access the training and/or Ordinance on the web, please contact Tonya Fowler at 561-844-4220 X 15 for other arrangements.

**Acknowledgment of Receipt**

NAME: KENNETH TALBOT  
Print or Type

FIRM/COMPANY/ORGANIZATION: N/A

ADVISORY BOARD(S): \_\_\_\_\_

I acknowledge that I have taken the required training; and read and understand the Palm Beach County Code of Ethics Ordinance, the provisions of which are effective May 1, 2010. I understand that as an advisory board member of the above-mentioned board(s) that I am bound by it.

Signature: [Signature] Date: June 14/2010

Please sign and return this FORM to Tonya Fowler 600 Sandtree Drive Ste. 101 Palm Beach Gardens, FL 33403. A self-addressed envelope has been provided for your convenience.

**TO: ADVISORY BOARD MEMBERS**

**FROM: ROBERT WEISMAN  
COUNTY ADMINISTRATOR**

**RE: STATE GUIDE TO THE SUNSHINE  
AMENDMENT & CODE OF ETHICS**

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As an appointee to a Palm Beach County Advisory Board, you must familiarize yourself with the State Guide to the Sunshine Amendment and Code of Ethics. The purpose of this guide is to ensure adherence to the highest standards of ethics, protect the integrity of County government and foster public confidence.

This guide addresses conflict of interest, disclosure, acceptance and reporting of gifts, use of position or property, voting conflicts, political activities, prohibition against misuse of the code, and enforcement. This Guide also addresses conflicts, prohibitions on doing business with the County or having conflicting employment or contractual relationships. The Guide can be found on the web at: <http://www.pbcgov.com/ethics/advisory.htm>

Please read and make yourself familiar with the Guide and return the acknowledgment form below to: Tonya Fowler 600 Sandtree Drive Palm Beach Gardens, FL 33403. If you cannot access this document on the web, please contact Tonya Fowler at 561-844-4220 X 15 for other arrangements.

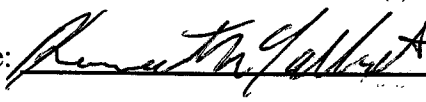
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**Acknowledgment of Receipt**

NAME: Kenneth Talbot  
Print or Type

ADVISORY BOARD(S): Care Council

I acknowledge that I have read the State of Florida Guide to the Sunshine Amendment and the Code of Ethics. I understand that as an advisory board member of the above-mentioned board(s) that I am bound by it.

Signature:  Date: 6/8/10

**Please sign and return to Administration in self-addressed envelope provided.**

Revised 3/15/10

Tuesday, June 08, 2010

Kenneth Talbot  
12930 Arrowwood Drive  
Palm Beach Gardens, FL 33418

I was on an HOA Board for (5) years as a voting member, for (3) years I was Vice President of this HOA. I have a good understanding of the meeting process & understand Roberts Rules of Order & Sunshine Amendment.

I am very interested in the HIV/Aids issues & would like to be involved in the CARE Council, Planning & Needs Assessment Committee as well as Community Awareness, Support Services & Quality Assurance  
Thank You for your considerations.

Kenneth Talbot

A handwritten signature in black ink, appearing to read 'Kenneth Talbot', written in a cursive style.

# Palm Beach County HIV CARE Council

## Inventory of Seats

June 17, 2010

Bold = In Process; Waiting on BCC Approval

AAF= African American Female, AAM= African American Male, HAIF= Haitian Female, HAIM= Haitian Male, WF= White Female, WM= White Male,  
HISF= Hispanic Female, HISM= Hispanic Male

Seat	Description	Occupant	Position/Organization	Term Expires	Demographic Info.
1	Health care provider, including federally qualified health centers	OPEN CHAIR			
2	CBO's serving affected populations/ASO's	Lorenzo Robertson	PBC Health Department	1/12/2011	AAM
3	CBO's serving affected populations/ASO's	OPEN CHAIR			
5	CBO's serving affected population/ASO's	Dr. Marlinda Jefferson	Minority Dev. & Empowerment	01/11/2012	HISF
7	Social Service Providers, including housing and homeless service providers	OPEN CHAIR			
8	Social Service Providers, including housing and homeless service providers	OPEN CHAIR			
9	Social Service Providers, including housing and homeless services providers	Kimberly Rommel-Enright	Legal AID Society of Palm County .Inc	01/11/2012	WF
12	Social Service Providers, Including housing and homeless service providers	Hugo Rocchia	Compass Inc	01/11/2012	HISM
13	Mental Health and/or Substance Abuse Provider	Thomas McKissack	Oakwood Center	8/15/2010	AAM
14	Substance Abuse and/or Mental Health Providers	Rosalyn Collins	Gratitude House	01/11/2012	AAF
15	Local Public Agencies	Mary Piper Kannel	PBC Health Department	1/12/2011	WF
16	Affected Communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Mary Jane Reynolds	Community Member	1/12/2011	AAF
17	Affected Communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Kenny Talbot	Community Member	1/15/2012	WM

# Palm Beach County HIV CARE Council

## Inventory of Seats

Seat	Description	Occupant	Position/Organization	Term Expires	Demographic Info.
18	Affected Communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Glenn Krabec, PhD	Community Member	1/12/2011	WM
19	Affected Communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			
22	Affected Communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Cecil Smith	Community Member	1/12/2011	AAM
23	Affected Communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Bobbie Cleveland	Community Member	1/12/2011	AAF
24	Affected Communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Raymond Philmore	Community Member	1/12/2011	AAM
25.	Affected Communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Shirley Samples	Community Member	1/12/2011	AAF
26	Affected Communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			
27	Affected Communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Laurence Osband	Community Member	1/12/2011	WM
28	Affected Communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Rafael Abadia	Community Member	01/11/2012	HISM
31	Non-Elected Community Leaders	Don Hilliard	Community Member	01/11/2012	WM
32	Non-Elected Community Leaders	Orlando Carrasquillo	Community Member	01/11/2012	HISM
35	Non-Elected Community Leaders	Melissa Jenkins	Community Member	01/11/2012	AAF
37.	Non-Elected Community Leaders	Cindy Barnes	Medicaid	01/11/2012	WF
38.	Hospital Planning Agencies or other health care planning agencies	OPEN CHAIR			
39	State Medicaid Agency	William Albury	Medicaid	01/11/2012	AAM

# Palm Beach County HIV CARE Council

## Inventory of Seats

Seat	Description	Occupant	Position/Organization	Term Expires	Demographic Info.
40	State Part B Agency				
41	Hospital Planning Agencies or other health care planning agencies	OPEN CHAIR			
42	Part D, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV	Jennifer Piva	Children's Medical Services	1/12/2011	WF
44	Other Federal HIV Programs, including HIV Prevention Program	OPEN CHAIR			
45	Representative of/ or formerly incarcerated PLWH	OPEN CHAIR			



# **Palm Beach County HIV CARE Council**

# **Council Policy**

Policy Number: 10  
Approved: April 30, 2001  
Amended: January 26, 2004  
Amended: November 16, 2009

Issue: Nominations Process for CARE Council Membership

This policy is adopted by the Palm Beach County HIV CARE Council (CARE Council), for the purpose of ensuring there is an open and fair nominations process which will provide for a CARE Council membership which is reflective of the AIDS epidemic in Palm Beach County, Florida. In addition, it is the intention of the CARE Council to maintain a nominations policy which complies with directives of the Division of HIV Services (DHS) and the Health Resources Services Administration (HRSA) as those directives relate to the Ryan White Act.

## **I. Legislative Background**

Section 2602(b) of the reauthorized Ryan White Act states: "Nominations to the planning council (CARE Council) shall be identified through an open process and candidates shall be selected based upon locally delineated and published criteria. Such criteria shall include a conflict of interest standard for each nominee."

## **II. Expectations**

An open nominations process, in combination with other legislative requirements and existing DHS policy on PLWH participation, shall result in broad and diverse community inclusion and culturally competent deliberations in CARE Council processes. The CARE Council will only approve and/or appoint members who have gone through the nominations process and shall appoint members on a timely basis to ensure minimum disruption to CARE Council activities.

Nominations to the Council shall be sought from a wide spectrum of potential members. Recruitment shall be made through existing Council committees and through ongoing solicitation through existing council members, service providers, outreach through advertising, and staff working with consumers of HIV/AIDS services. Particular

consideration shall be given to disproportionately affected and historically underserved groups and sub-populations.

Every member of the CARE Council is encouraged to actively recruit members to fill gaps in Council membership. Recruitment is not just the Membership Committee's responsibility. Council members should use their own network and seek key contacts in other communities to help identify potential members to fill gaps and to provide individuals to participate in CARE Council committee activities.

### **III. Steps in the Nominations Process:**

1. When necessary advertising may be placed in various publications countywide notifying the public of the need for participation through membership on the CARE Council. Included in the advertising shall be notification of the need to fill membership positions based upon the demographics of the epidemic in Palm Beach County, and to ensure legislatively mandated positions are filled. A time limit for return of applications shall be included in the notification.

Potential applicants shall be provided a nominations packet containing a letter describing roles and responsibilities of the council, duties of membership, time expectations, gaps in representations, conflict of interest standards, HIV disclosure requirements, and an overview of the selection process and timeline; within three (3) business days of request. There shall also be an application form using open-ended questions to ask about relevant experience, expertise, skills, the persons interest in serving, the perspective he or she might bring to the CARE Council, how his or her peer group might relate to groups affected by HIV, and other related information.

3. Each returned application will be issued a document number, and receipt shall be logged in for tracking purposes.
4. CARE Council staff will review all application forms and will recommend a list of persons for the Membership Committee to interview. When two or more persons apply for the same slot, the committee will interview at least two applicants for the slot. Interviews shall be conducted by at least two committee members according to a structured interview format. Open ended questions about past experience on boards, ideas about significant HIV/AIDS issues and professional or affected community linkages shall be incorporated into the interview. Applicants shall be interviewed within 30 calendar days. If they are not available within that time their name will be placed on the inactive pool list.
5. After the interviews are completed, the results of each interview are discussed at the next regularly scheduled Membership Committee meeting. When reviewing candidates for membership the committee will consider the following factors: attendance at CARE Council meetings, involvement at Membership Development Sessions and involvement on committees. In addition, seat availability, the

demographics of the board and candidate qualification will be taken into consideration. The final committee recommendations will be forwarded to the Executive Committee and if approved to the Palm Beach County HIV CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment. In the event a recommended candidate is not acceptable to the Palm Beach County Board of County Commissioners, a request for a replacement candidate will be forwarded to the Membership Committee and the Membership Committee will provide the name of another candidate to the Palm Beach County HIV CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment.

**Candidates must fulfill the following requirements prior to being forwarded for CARE Council Membership:**

- **Candidates must attend the Introduction to CARE Council Membership training session**
- **Candidates must join one (1) committee and then attend at least three (3) meetings, one (1) of which must be a CARE Council meeting, within a one (1) year period.**

**Documented exceptions to these requirements may be made, based upon the need of the CARE Council or in an extenuating circumstance, at the discretion of the Membership Committee Chair with the approval of the Executive Committee.**

**Palm Beach County HIV CARE Council**